

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 16, 2022
AGENDA**

BUDGET HEARING

- A. Presentation of the Proposed 2022-2023 Library Operating Budget
 - B. Trustee's Discussion of the Proposed 2022-2023 Library Operating Budget
 - C. Public Comments
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- I Approval of February 16, 2022 Board of Trustees Minutes
- II Approval of February 2022 Warrants
- III Approval of February 2022 Staff Changes
- IV Financial
 - a) February Financial Report
- V Director's Report
 - a) Re-Opening Plan Update
 - b) Façade & ALC Roof Bid
 - c) Budget Information Session/Meet the Candidates – March 30, 2022
 - d) Test Kit Donation
 - f) Excess Equipment List
- VI President's Report
 - a) Budget Vote and Trustee Election – April 12, 2022
 - b) 2022 ALA Conference – June 23-28, 2022 in Washington D.C.
 - c) Technology Committee Report
 - d) Advocacy Day 2022
- VII Assistant Directors Report
 - a) In-Person Services Update
 - b) PR/Marketing Initiatives
- VIII Councils
 - a) Children's Advisory Council Minutes of February 10, 2022
 - b) Books for Dessert Advisory Board Minutes of August 11, 2021

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- IX Friends of the Library
 - a) Minutes of Meeting – February 10, 2021
- X Correspondence:
 - a) Patron Comments
- XI Staff Association
- XII New/Unfinished Business
 - a) Nancy Curtin Internship
- XIII Public Comments
- XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2023

February 16, 2022

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A message from the President of the Library Board of Trustees

The Port Washington Public Library Board of Trustees hereby presents its proposed 2022 fiscal budget to the public with a 0% tax levy increase. We wish to express our appreciation to all constituents, whose collective contributions have enabled us to deliver on our mission through this unique and unprecedented time in history. The Library Trustees believe this budget reflects the importance of life-long learning and enjoyment for the Port Washington community, while also demonstrating fiscal responsibility and recognizing the challenges that many in our community have faced over the previous year.

Thanks to the generosity of our donors and volunteers, and to the dedication of our peerless staff, the library has adapted and evolved in new and transformative ways to meet today's needs.

Here are just a few of the significant highlights from this past year:

- Introduction of "*Library of Games and Gadgets*," offering loanable Chromebooks, Wi-Fi hotspots, musical instruments, lawn games, GoPro cameras, and so much more to take home.
- Lifelong enrichment continued, both in-person and virtually, with English classes, children's Story Time, world-class lectures, book discussions, and more.
- Expansion of the outdoor musical performance calendar, particularly our "*Soundswap*" concert series.
- Continuation of popular services, such as crafts-to-go, contactless VHS to DVD conversion, virtual one-on-one tech help, and notaries.
- Home delivery of materials grew to now include a mailing option to ensure our most vulnerable community members could continue to access Library items.
- Additional digital resources were made available, and we witnessed tremendous usage of Tutor.com's live homework help, LinkedIn Learning's online video training courses for career development, Libby's eBooks & audiobooks, and our Kanopy streaming movie service.
- PWPL was "*On the Go*," visiting dozens of local community events to share Library services and to answer questions about the Library's offerings.

We sincerely appreciate your patronage and engagement. As we look to the future, we will strive to enhance the lives of our families, friends, and the Port Washington community. Please come to the Library to vote on Tuesday, April 12th between 7:00 a.m. and 9:00 p.m.

Kind Regards,
Patricia Bridges
President, PWPL Board of Trustees

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2023

	2023	2022		2021	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	105,000	65,000	107,973
Interest	3,000	3,000	876	11,000	2,880
Other Local Revenue	33,500	33,500	24,150	77,500	77,301
State Sources	7,000	7,000	7,988	6,500	13,864
Total Revenues	7,215,764	7,215,764	7,210,278	7,232,264	7,274,282
Other Sources: Operating transfers			-		-
Total Revenue & Other Sources			7,210,278		7,274,282
Appropriated - Designation for Separation	-	-		-	
Appropriated - Capital Projects	100,000	100,000		100,000	
Appropriated Undesignated Fund Balance	66,500	66,500		50,000	
Total Revenues & App Fund Bal	7,382,264	7,382,264		7,382,264	
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,718,124	3,604,385	3,420,642	3,496,150	3,286,051
Terminal Leave	-	-	-	-	-
Employee Benefits - Retirement	421,349	572,236	509,193	506,430	457,802
Employee Benefits - Medical	850,019	813,572	733,860	844,057	724,987
Employee Benefits - Other	362,338	353,637	311,678	344,567	288,286
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,351,830	5,343,830	4,975,373	5,191,204	4,757,126
LIBRARY MATERIALS					
Books - Service Continuations	-	-	-	-	-
Books - Fiction	50,000	50,000	40,470	50,000	24,689
Books - Non-fiction	50,000	50,000	47,359	50,000	32,881
Books - Reference	35,000	35,000	35,790	35,000	33,915
Books - Children's	23,500	23,500	24,439	23,500	9,680
Books - Audio & Electronic - Teen/Adult/Childre	95,000	85,000	110,000	75,000	109,567
Books - Young Adult	15,000	15,000	13,800	15,000	11,210
Software & Online Databases	95,000	95,000	102,794	95,000	103,038
Periodicals	36,500	36,500	34,400	36,500	29,691
Media - DVD/CD	67,000	67,000	60,059	77,000	64,988
Subtotal - Library Materials	467,000	457,000	469,111	457,000	419,659
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	65,700	41,798	65,700	45,280
Telephone	31,000	31,000	33,215	31,000	34,036
Postage & Freight	25,000	25,000	17,951	25,000	17,798
Printing	40,500	40,500	42,757	40,500	45,296
Staff Conference & Training	20,000	20,000	4,677	20,000	7,519
ALIS/NLS	88,000	88,000	92,054	88,000	93,718
Program Services	69,500	69,500	40,502	69,500	31,600
Memberships	7,000	7,000	3,242	7,000	2,907
Maint. Office Equip.	30,500	30,500	27,537	30,500	26,080
Accounting/Legal	133,700	132,500	119,592	108,000	112,471
Security Service	45,000	45,000	43,137	45,000	61,321
Computer Service	60,040	60,040	61,814	60,040	63,016
General	27,000	27,000	49,399	27,000	37,895
Subtotal - Library Operations	637,940	641,740	577,675	617,240	578,937
BUILDING OPERATIONS					
Fuel & Utilities	182,970	182,970	149,876	181,070	131,878
Custodial	131,200	145,400	128,369	145,400	87,948
Insurance	70,000	70,000	70,000	70,000	66,143
Subtotal - Building Operations	384,170	398,370	348,245	396,470	285,969
Subtotal Expenditures	6,840,940	6,840,940	6,370,404	6,661,914	6,041,691
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	42,630	56,350	38,280
Repairs & Alterations	100,000	100,000	95,169	100,000	94,008
Transfers to Capital	380,000	380,000	380,000	564,000	564,000
Subtotal - Equipment, Repairs and Transfers	536,350	536,350	517,799	720,350	696,288
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	-	-
Installment Debt - Principal & Interest	4,974	4,974	4,974	-	4,974
Subtotal - Debt Service	4,974	4,974	4,974	-	4,974
Principal & Interest	4,974	4,974	4,974	-	4,974
Total Expenditures	7,382,264	7,382,264	6,893,177	7,382,264	6,742,953
Tax Levy Increase/(Decrease)	0.00%				
Budget Increase/(Decrease)	0.00%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2023
 Summary With Prior Years' Budgets

	2023 Proposed Budget	2022 Budget	2021 Budget	2020 Budget	2019 Budget
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,072,264	7,172,264
Payments in Lieu of Taxes	100,000	100,000	65,000	65,000	120,000
Interest	3,000	3,000	11,000	11,000	10,500
Other Local Revenue	33,500	33,500	77,500	77,500	77,500
State Sources	7,000	7,000	6,500	6,500	6,500
Total Revenues	7,215,764	7,215,764	7,232,264	7,232,264	7,386,764
Approp. Designation for Separation	-	-	-	-	85,000
Approp. Capital Projects	100,000	100,000	100,000		
Appropriated Fund Balance	66,500	66,500	50,000	50,000	50,000
Total Revenues & App Fund Bal	7,382,264	7,382,264	7,382,264	7,282,264	7,521,764
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,718,124	3,604,385	3,496,150	3,496,150	3,689,418
Terminal Leave	-	-	-	-	85,000
Employee Benefits - Retirement	421,349	572,236	506,430	506,430	540,063
Employee Benefits - Medical	850,019	813,572	844,057	844,057	711,306
Employee Benefits - Other	362,338	353,637	344,567	344,567	365,855
MTA Tax	-	-	-	-	12,543
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,351,830	5,343,830	5,191,204	5,191,204	5,404,185
LIBRARY MATERIALS					
Books - Service Continuations	-	-	-	-	-
Books - Fiction	50,000	50,000	50,000	50,000	41,000
Books - Non-fiction	50,000	50,000	50,000	50,000	50,000
Books - Reference	35,000	35,000	35,000	35,000	35,000
Books - Children's	23,500	23,500	23,500	23,500	23,500
Books - Audio & Electronic Teen/Adult/Child	95,000	85,000	75,000	75,000	75,000
Books - Young Adult	15,000	15,000	15,000	15,000	20,000
Software & Online Databases	95,000	95,000	95,000	95,000	78,000
Periodicals	36,500	36,500	36,500	36,500	39,500
Bookbinding					
Media - DVD/CD	67,000	67,000	77,000	77,000	68,000
Media - Audio/Recordings & Rentals					
Subtotal - Library Materials	467,000	457,000	457,000	457,000	430,000
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	65,700	65,700	65,700	65,700
Telephone	31,000	31,000	31,000	31,000	31,000
Postage & Freight	25,000	25,000	25,000	25,000	25,000
Printing	40,500	40,500	40,500	40,500	40,500
Staff Conference & Training	20,000	20,000	20,000	20,000	20,000
ALIS/NLS	88,000	88,000	88,000	88,000	89,718
Program Services	69,500	69,500	69,500	69,500	69,500
Memberships	7,000	7,000	7,000	7,000	7,000
Maint. Office Equip.	30,500	30,500	30,500	30,500	32,000
Accounting/Legal	133,700	132,500	108,000	108,000	112,720
Security Service	45,000	45,000	45,000	45,000	43,811
Computer Service	60,040	60,040	60,040	60,040	60,040
General	27,000	27,000	27,000	27,000	26,200
Subtotal - Library Operations	637,940	641,740	617,240	617,240	623,189
BUILDING OPERATIONS					
Fuel & Utilities	182,970	182,970	181,070	181,070	181,012
Custodial	131,200	145,400	145,400	145,400	133,640
Insurance	70,000	70,000	70,000	70,000	69,703
Subtotal - Building Operations	384,170	398,370	396,470	396,470	384,355
Subtotal Expenditures	6,840,940	6,840,940	6,661,914	6,661,914	6,841,729
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	56,350	56,350	56,350
Repairs & Alterations	100,000	100,000	100,000	100,000	100,000
Transfers to Capital	380,000	380,000	564,000	564,000	-
Subtotal - Equipment, Repairs, and Transfers	536,350	536,350	720,350	720,350	156,350
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	-	523,685
Installment Debt - Principal & Interest	4,974	4,974	-	-	-
Subtotal - Debt Service	4,974	4,974	-	-	523,685
Total Expenditures	7,382,264	7,382,264	7,382,264	7,382,264	7,521,764

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2023
Summary With Prior Years' Actuals

	2023 Proposed Budget	2022 Projected Actual	2021 Actual	2020 Actual	2019 Actual
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	105,000	107,973	100,050	96,796
Interest	3,000	876	2,880	46,193	47,487
Other Local Revenue	33,500	24,150	77,301	64,892	79,267
State Sources	7,000	7,988	13,864	9,111	9,107
Total Revenues	7,215,764	7,210,278	7,274,282	7,292,510	7,304,921
Other Sources: Operating transfers	-	-	-	-	-
Total Revenue & Other Sources	7,215,764	7,210,278	7,274,282	7,292,510	7,304,921
Approp. Designation for Separation	-	-	-	-	-
Approp. Capital Projects	100,000	-	-	-	-
Appropriated Fund Balance	66,500	-	-	-	-
Total Revenues & App Fund Bal	7,382,264	7,210,278	7,274,282	7,292,510	7,304,921
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,718,124	3,420,642	3,286,051	3,276,694	3,262,283
Terminal Leave	-	-	-	42,853	85,043
Employee Benefits - Retirement	421,349	509,193	457,802	469,161	510,783
Employee Benefits - Medical	850,019	733,860	724,987	699,989	725,552
Employee Benefits - Other	362,338	311,678	288,286	311,464	287,836
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,351,830	4,975,373	4,757,126	4,800,161	4,871,497
LIBRARY MATERIALS					
Books and Information Services	-	-	-	1,790	-
Books - Service Continuations	-	-	-	1,790	-
Books - Fiction	50,000	40,470	24,689	51,237	42,705
Books - Non-fiction	50,000	47,359	32,881	48,015	45,451
Books - Reference	35,000	35,790	33,915	31,813	36,525
Books - Children's	23,500	24,439	9,680	15,810	28,300
Books - Audio & Electronic Teen/Adult/t	95,000	110,000	109,567	101,692	91,447
Books - Young Adult	15,000	13,800	11,210	10,986	14,598
Software & Online Databases	95,000	102,794	103,038	77,966	69,320
Periodicals	36,500	34,400	29,691	28,749	35,128
Media - DVD/CD	67,000	60,059	64,988	52,339	51,067
Subtotal - Library Materials	467,000	469,111	419,659	420,397	414,541
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	41,798	45,280	50,274	59,346
Telephone	31,000	33,215	34,036	32,493	29,470
Postage & Freight	25,000	17,951	17,798	18,402	19,330
Printing	40,500	42,757	45,296	48,599	49,240
Staff Conference & Training	20,000	4,677	7,519	13,641	11,571
ALIS/NLS	88,000	92,054	93,718	93,502	92,196
Program Services	69,500	40,502	31,600	37,908	39,667
Memberships	7,000	3,242	2,907	3,242	5,307
Maint. Office Equip.	30,500	27,537	26,080	30,387	35,238
Accounting/Legal	133,700	119,592	112,471	128,404	119,310
Security Service	45,000	43,137	61,321	35,916	50,576
Computer Service	60,040	61,814	63,016	62,916	64,480
General	27,000	49,399	37,895	21,317	12,915
Subtotal - Library Operations	637,940	577,675	578,937	577,001	588,646
BUILDING OPERATIONS					
Fuel & Utilities	182,970	149,876	131,878	114,016	145,054
Custodial	131,200	128,369	87,948	104,078	113,885
Insurance	70,000	70,000	66,143	67,762	69,393
Subtotal - Building Operations	384,170	348,245	285,969	285,856	328,332
Subtotal Expenditures	6,840,940	6,370,404	6,041,691	6,083,415	6,203,016
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	42,630	38,280	59,242	141,789
Repairs & Alterations	100,000	95,169	94,008	97,776	85,598
Transfers to Capital	380,000	380,000	564,000	564,000	645,000
Subtotal - Equipment, Repairs, and Transfers	536,350	517,799	696,288	721,018	872,387
DEBT SERVICE					
Installment Debt - Principal & Interest	4,974	4,974	4,974	4,974	4,560
Subtotal - Debt Service	4,974	4,974	4,974	4,974	4,560
Principal & Interest	4,974	4,974	4,974	4,974	4,560
Total Expenditures	<u>7,382,264</u>	<u>6,893,177</u>	<u>6,742,953</u>	<u>6,809,407</u>	<u>7,079,963</u>

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2023

	2022 Projected Actual	2021 Actual	2020 Actual	2019 Actual
Revenues	<u>7,210,278</u>	<u>7,274,282</u>	<u>7,292,510</u>	<u>7,304,921</u>
Expenditures				
Salaries, Terminal Leave and Benefits	4,975,373	4,757,126	4,800,161	4,871,497
Library Materials	469,111	419,659	420,397	414,541
Library Operations	577,675	578,937	577,001	588,646
Building Operations	348,245	285,969	285,856	328,332
Equipment, Repairs and Transfers to Capital	517,799	696,288	721,018	872,387
Debt Service	<u>4,974</u>	<u>4,974</u>	<u>4,974</u>	<u>4,560</u>
Total Expenditures	<u>6,893,177</u>	<u>6,742,953</u>	<u>6,809,407</u>	<u>7,079,963</u>
Excess (Deficiency) of Revenues over Expenditures	317,101	531,329	483,103	224,958
Fund Balance - Beginning of Year	<u>4,754,832</u>	<u>4,223,503</u>	<u>3,740,400</u>	<u>3,515,442</u>
Fund Balance - End of Year	5,071,933	4,754,832	4,223,503	3,740,400
Nonspendable:				
Prepays	-	(100,495)	(34,127)	(84,081)
Advances	-	-	-	-
Assigned For:				
Terminal Leave	(921,634)	(921,634)	(621,634)	(464,487)
Employee Retirement Contributions	(454,741)	(454,741)	(221,241)	(221,241)
Capital Projects	(2,272,333)	(2,372,333)	(2,237,333)	(1,837,333)
Encumbrances	-	-	-	(17,867)
Subsequent Year's Budget	<u>(166,500)</u>	<u>(166,500)</u>	<u>(150,000)</u>	<u>(150,000)</u>
Unassigned Fund Balance	<u><u>1,256,725</u></u>	<u><u>739,129</u></u>	<u><u>959,168</u></u>	<u><u>965,391</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2021

	Reserved for		Revenues			Reserved for	
	Special Programs and Projects June 30, 2020	Grants & Donations	Interest	Transfers	Expenditures	Special Programs and Projects June 30, 2021	
<u>Miscellaneous Grants</u>							
Friends of the Library	\$ 25,112	\$ 43,817	\$	\$	\$ (34,986)	\$	33,943
Friends of the Library - Bogen	28,062	6,475	29		(1,410)		33,156
Foundation Grant Career Coaching	8,421	5,000	5		(11,425)		2,001
Foundation Storytelling	364						364
Foundation Intergenerational	900		1		(309)		592
Adult Literacy	24,272		22		(7,289)		17,005
Job Boot Camp	3,563	41,431	6		(45,000)		-
Epstein Book Fund	359						359
American Girl Dolls	723		1		(246)		478
Parent Child Home Program	15,636		14		(932)		14,718
NLS - Computers	666						666
NLS - Bullet Aid	30,799		34				30,833
NLS - ESL Grant Supplies	781	250	1		(275)		757
	<u>139,658</u>	<u>96,973</u>	<u>113</u>	<u>-</u>	<u>(101,872)</u>		<u>134,872</u>
<u>State Grants</u>							
9/11 Project - 10/02 Shodell	128						128
Construction Grant	561		1				562
Media Room Renovation Grant	11,886		11				11,897
Construction Grant	20,628		19				20,647
Lobby Renovation Grant	21,812		19				21,831
Goodman Assistive Technology	6,042		6				6,048
	<u>61,057</u>	<u>-</u>	<u>56</u>	<u>-</u>	<u>-</u>		<u>61,113</u>
<u>Local - Specific Purposes</u>							
Art Advisory Council	3,373	5,000	4	22			8,399
Health Information Center	35,642		33	48			35,723
Health Information-Anti Smoking	19,262		17		(1,000)		18,279
Burtis	18,729		17				18,746
Underhill	23,082		22	12			23,116
Brown Fund	5,656		5				5,661
Fendrick Memorial	1,262						1,262
Morse Fund	1,800		2				1,802
Nautical Center	275,074		254	2	(10,937)		264,393
Children's Grant	2,053		2				2,055
Children's Advisory Council	6,547	7,000	8		(1,940)		11,615
S. Steyn Memorial Book Fund	7,637		8				7,645
Vera Fiddler	255		1				256
Unger / Beslity Memorial Fund	10,632		10				10,642
Whittemore Memorial Fund	2,059		2				2,061
Robert Stern - Books	100						100
Zucker Grant	5,708	4,500	7		(91)		10,124
Saltzman Grant	6,235		6				6,241
Outdoor Wi-Fi	-	10,000	5		(5,656)		4,349
Maker Space	-	10,000	4				10,004
Russell and Jane Stern - Wi-Fi Hotspots	-	6,000	1		(5,945)		56
Regional Technology & Media	-	1,568			(1,274)		294
	<u>425,106</u>	<u>44,068</u>	<u>408</u>	<u>84</u>	<u>(26,843)</u>		<u>442,823</u>
<u>Local - General Library Purposes</u>							
Music Advisory Council	9,830	20,000	17	48	(424)		29,471
Special Trust Account	2,613		2				2,615
Publication Fund	6,804	1,971			(2,109)		6,666
Miscellaneous Workshops	31,182	15			(1,580)		29,617
National Endowment for Arts	2,149		2				2,151
Bronson	10,585		10				10,595
	<u>63,163</u>	<u>21,986</u>	<u>31</u>	<u>48</u>	<u>(4,113)</u>		<u>81,115</u>
Total	<u>\$ 688,984</u>	<u>\$ 163,027</u>	<u>\$ 608</u>	<u>\$ 132</u>	<u>\$ (132,828)</u>		<u>\$ 719,923</u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2021

	Reserve	Revenues		Transfers	Expenditures	Reserve
	Balance	Donations	Interest			Balance
	June 30, 2020					June 30, 2021
<u>Permanent Fund</u>						
Art Advisory Council	\$ 22,240	\$	\$ 22	\$ (22)	\$	\$ 22,240
Health Information Center	49,181		48	(48)		49,181
Music Advisory Council	49,406		48	(48)		49,406
Nautical Center	2,296		2	(2)		2,296
Underhill Grant	11,882		12	(12)		11,882
Total Permanent Fund	<u>\$ 135,005</u>	<u>\$ -</u>	<u>\$ 132</u>	<u>\$ (132)</u>	<u>\$ -</u>	<u>\$ 135,005</u>

Mensaje de la Presidenta de la Junta de Síndicos de la Biblioteca.

La Junta de Síndicos de la Biblioteca Pública de Port Washington presenta al público su presupuesto fiscal propuesto para el 2022 con un aumento del impuesto del 0%. Deseamos expresar nuestro agradecimiento a todos los contribuyentes, cuyas contribuciones colectivas nos han permitido cumplir nuestra misión en este momento único y sin precedentes de la historia. Los fideicomisarios de la biblioteca creen que este presupuesto refleja la importancia del aprendizaje y el disfrute de por vida para la comunidad de Port Washington, al tiempo que demuestra la responsabilidad fiscal y reconoce los desafíos que muchos en nuestra comunidad han enfrentado durante el año anterior.

Gracias a la generosidad de nuestros donantes y voluntarios, y a la dedicación de nuestro incomparable personal, la biblioteca se ha adaptado y evolucionado de maneras nuevas y transformadoras para satisfacer las necesidades actuales.

Estos son solo algunos de los aspectos más destacados del año pasado:

- Introducción de la "*Biblioteca de Juegos y Dispositivos*", ofreciendo a préstamo Chromebooks, puntos de acceso Wi-Fi, instrumentos musicales, juegos para césped, cámaras GoPro y mucho más para llevar a casa.
- El enriquecimiento de por vida continuó, tanto en persona como virtualmente, con clases de Inglés, hora de cuentos para niños, conferencias de clase mundial, conversaciones acerca de libros y más.
- Expansión del calendario de presentaciones musicales al aire libre, especialmente nuestra serie de conciertos "*Soundswap*".
- Continuación de los servicios populares, como manualidades para llevar, conversión de VHS a DVD, sin contacto, ayuda técnica virtual uno a uno y notarios.
- La entrega a domicilio de materiales creció, para incluir ahora una opción de envío por correo para garantizar que los miembros de nuestra comunidad más vulnerables puedan continuar accediendo a los artículos de la Biblioteca.
- Se pusieron a disposición recursos digitales adicionales, y fuimos testigos de un gran uso de la ayuda con las tareas en vivo de Tutor.com, los cursos de capacitación en video en línea de LinkedIn Learning para el desarrollo profesional, los libros electrónicos y audiolibros de Libby y nuestro servicio de transmisión de películas Kanopy.
- PWPL estuvo "On the Go", visitando docenas de eventos de la comunidad local para compartir los servicios de la Biblioteca y responder preguntas sobre lo que ofrece la Biblioteca.

Apreciamos sinceramente su patrocinio y compromiso. Mientras miramos hacia el futuro, nos esforzaremos por mejorar las vidas de nuestras familias, amigos y la comunidad de Port Washington. Por favor, venga a la Biblioteca a votar el martes 12 de Abril entre las 7:00 a.m. y las 9:00 p.m.

Saludos Cordiales,
Patricia Bridges
Presidenta, de la Junta de Síndicos de PWPL

BIBLIOTECA PÚBLICA DE PORT WASHINGTON

FOLLETO DEL PRESUPUESTO

**PRESUPUESTO OPERATIVO PARA EL AÑO FISCAL QUE FINALIZA EL 30 DE JUNIO
DEL 2023**

16 de Marzo del 2022

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BIBLIOTECA PUBLICA DE PORT WASHINGTON
Presupuesto para el AñoFiscal que Termina el 30 de Junio del 2023

	2023	2022		2021	
	Proyecto de Presupuesto	Presupuesto	Proyectado Real	Presupuesto	Real
INGRESOS					
Impuestos sobre Bienes Inmuebles	7,072,264	7,072,264	7,072,264	7,072,264	7,072,264
Pagos en Lugar de Impuestos	100,000	100,000	105,000	65,000	107,973
Interés	3,000	3,000	876	11,000	2,880
Otros Ingresos Locales	33,500	33,500	24,150	77,500	77,301
Fuentes estatales	7,000	7,000	7,988	6,500	13,864
Total de Ingresos	7,215,764	7,215,764	7,210,278	7,232,264	7,274,282
Otras Fuentes de Transferencia Operativa			-		-
Total de Ingresos y Otras Fuentes			7,210,278		7,274,282
Aprop. Designacion de Separacion	-	-		-	
Aprop. Proyectos de Capital	100,000	100,000		100,000	
Saldo del Fondos no Designados	66,500	66,500		50,000	
Total de Ingresos & Valor de Fondos de Aplicaciones	7,382,264	7,382,264		7,382,264	
GASTOS					
SALARIOS, LICENCIA TERMINAL Y BENEFICIOS PARA LOS EMPLEADOS					
Sueldos	3,718,124	3,604,385	3,420,642	3,496,150	3,286,051
Licencia terminal	-	-	-	-	-
Beneficios para Empleados:Jubilación	421,349	572,236	509,193	506,430	457,802
Beneficios para Empleados: Médicos	850,019	813,572	733,860	844,057	724,987
Beneficios para Empleados - Otros	362,338	353,637	311,678	344,567	288,286
Subtotal - Salarios, Terminal					
Permisos acumulados y Beneficios para los Empleados	5,351,830	5,343,830	4,975,373	5,191,204	4,757,126
MATERIALES DE LA BIBLIOTECA					
Libros- Continuaciones de Servicio	-	-	-	-	-
Libros - Ficción	50,000	50,000	40,470	50,000	24,689
Libros: No Ficción	50,000	50,000	47,359	50,000	32,881
Libros - Referencia	35,000	35,000	35,790	35,000	33,915
Libros - Infantiles	23,500	23,500	24,439	23,500	9,680
Libros: Audio y Electrónicos para Adolescentes /Adultos / Niños	95,000	85,000	110,000	75,000	109,567
Libros - Adultos Jóvenes	15,000	15,000	13,800	15,000	11,210
Software y Bases de Datos en Línea	95,000	95,000	102,794	95,000	103,038
Publicaciones de Periódicos y Revistas	36,500	36,500	34,400	36,500	29,691
Medios: DVD / CD	67,000	67,000	60,059	77,000	64,988
Subtotal: Materiales de la Biblioteca	467,000	457,000	469,111	457,000	419,659
OPERACIONES DE LA BIBLIOTECA					
Suministros de Oficina y de la Biblioteca	60,700	65,700	41,798	65,700	45,280
Teléfono	31,000	31,000	33,215	31,000	34,036
Gastos de Envío y Flete	25,000	25,000	17,951	25,000	17,798
Impresión	40,500	40,500	42,757	40,500	45,296
Conferencias y Capacitación del Personal	20,000	20,000	4,677	20,000	7,519
ALIS / NLS	88,000	88,000	92,054	88,000	93,718
Programas de Servicios	69,500	69,500	40,502	69,500	31,600
Membresías	7,000	7,000	3,242	7,000	2,907
Mantenimiento de los Equipos de Oficina.	30,500	30,500	27,537	30,500	26,080
Contable / Legal	133,700	132,500	119,592	108,000	112,471
Servicio de Seguridad	45,000	45,000	43,137	45,000	61,321
Servicio Informático	60,040	60,040	61,814	60,040	63,016
General	27,000	27,000	49,399	27,000	37,895
Subtotal - Operaciones de la Bbiblioteca	637,940	641,740	577,675	617,240	578,937
FUNCIONAMIENTO DEL EDIFICIO					
Combustible y Servicios Públicos	182,970	182,970	149,876	181,070	131,878
Custodio	131,200	145,400	128,369	145,400	87,948
El Seguro	70,000	70,000	70,000	70,000	66,143
Subtotal - Funcionamientos del Edificio	384,170	398,370	348,245	396,470	285,969
Subtotal de los Gastos	6,840,940	6,840,940	6,370,404	6,661,914	6,041,691
EQUIPOS, REPARACIONES Y TRANSFERENCIAS					
Equipo	56,350	56,350	42,630	56,350	38,280
Reparaciones y Alteraciones	100,000	100,000	95,169	100,000	94,008
Transferencias al Capital	380,000	380,000	380,000	564,000	564,000
Subtotal - Equipo, Reparaciones, y Transferencias	536,350	536,350	517,799	720,350	696,288
SERVICIO DE DEUDA					
Bonos - Principal e Intereses	-	-	-	-	-
Deuda a plazos: principal e intereses	4,974	4,974	4,974	-	4,974
Subtotal - Servicio de la deuda					
Principal e Interés	4,974	4,974	4,974	-	4,974
Total de Gastos	7,382,264	7,382,264	6,893,177	7,382,264	6,742,953
Aumento (Disminución) de la Declaración de Impuestos	0.00%				
Aumento (Disminución) de la Declaración de Impuestos	0.00%				

BIBLIOTECA PUBLICA DE PORT WASHINGTON
Presupuesto Propuesto para el Año Fiscal que Termina el 30 de Junio del 2023
Resumen con Presupuestos de Año Anteriores

	2023 Proposed Budget	2022 Budget	2021 Budget	2020 Budget	2019 Budget
INGRESOS					
Impuestos sobre Bienes Inmuebles	7,072,264	7,072,264	7,072,264	7,072,264	7,172,264
Pagos en Lugar de Impuestos	100,000	100,000	65,000	65,000	120,000
Interés	3,000	3,000	11,000	11,000	10,500
Otros Ingresos Locales	33,500	33,500	77,500	77,500	77,500
Fuentes estatales	7,000	7,000	6,500	6,500	6,500
Ingresos totales	7,215,764	7,215,764	7,232,264	7,232,264	7,386,764
Approp. Designacion para la Separacion	-	-	-	-	85,000
Approp. Proyectos de Capital	100,000	100,000	100,000	-	-
Saldo del Fondo Apropriado	66,500	66,500	50,000	50,000	50,000
Total de Ingresos y Valor de Fondos de Aplicaciones	7,382,264	7,382,264	7,382,264	7,282,264	7,521,764
GASTOS					
SALARIOS, LICENCIA TERMINAL Y BENEFICIOS PARA LOS EMPLEADOS					
Sueldos	3,718,124	3,604,385	3,496,150	3,496,150	3,689,418
Licencia Terminal	-	-	-	-	85,000
Beneficios para Empleados:Jubilación	421,349	572,236	506,430	506,430	540,063
Beneficios para Empleados: Médicos	850,019	813,572	844,057	844,057	711,306
Beneficios para Empleados - Otros	362,338	353,637	344,567	344,567	365,855
Impuesto MTA	-	-	-	-	12,543
Subtotal - Salarios, Terminal	5,351,830	5,343,830	5,191,204	5,191,204	5,404,185
Permisos Acumulados yBeneficios para Empleados	-	-	-	-	-
MATERIALES DE LA BIBLIOTECA					
Libros- Continuaciones de Servicio	-	-	-	-	-
Libros - Ficción	50,000	50,000	50,000	50,000	41,000
Libros: No Ficción	50,000	50,000	50,000	50,000	50,000
Libros - Referencia	35,000	35,000	35,000	35,000	35,000
Libros - Infantiles	23,500	23,500	23,500	23,500	23,500
Libros: Audio y Electrónicos para Adolescentes /Adultos / N	95,000	85,000	75,000	75,000	75,000
Libros - Adultos Jóvenes	15,000	15,000	15,000	15,000	20,000
Software y Bases de Datos en Línea	95,000	95,000	95,000	95,000	78,000
Publicaciones de Periódicos yRevistas	36,500	36,500	36,500	36,500	39,500
Encuadernación de Libros	-	-	-	-	-
Medios: DVD / CD	67,000	67,000	77,000	77,000	68,000
Medios: audio / Grabaciones y Alquiler	-	-	-	-	-
Subtotal: Materiales de la Biblioteca	467,000	457,000	457,000	457,000	430,000
OPERACIONES DE LA BIBLIOTECA					
Suministros de Oficina y de la Biblioteca	60,700	65,700	65,700	65,700	65,700
Teléfono	31,000	31,000	31,000	31,000	31,000
Gastos de Envío y Flete	25,000	25,000	25,000	25,000	25,000
Impresión	40,500	40,500	40,500	40,500	40,500
Conferencias y Capacitación del Personal	20,000	20,000	20,000	20,000	20,000
ALIS / NLS	88,000	88,000	88,000	88,000	89,718
Programas de Servicios	69,500	69,500	69,500	69,500	69,500
Membresías	7,000	7,000	7,000	7,000	7,000
Mantenimiento de los Equipos de Oficina.	30,500	30,500	30,500	30,500	32,000
Contable / Legal	133,700	132,500	108,000	108,000	112,720
Servicio de Seguridad	45,000	45,000	45,000	45,000	43,811
Servicio Informático	60,040	60,040	60,040	60,040	60,040
General	27,000	27,000	27,000	27,000	26,200
Subtotal - Operaciones de la Bbiblioteca	637,940	641,740	617,240	617,240	623,189
FUNCIONAMIENTOS DEL EDIFICIO					
Combustible y Servicios Públicos	182,970	182,970	181,070	181,070	181,012
Custodia	131,200	145,400	145,400	145,400	133,640
El Seguro	70,000	70,000	70,000	70,000	69,703
Subtotal - Funcionamientos del Edificio	384,170	398,370	396,470	396,470	384,355
Subtotal de Gastos	6,840,940	6,840,940	6,661,914	6,661,914	6,841,729
EQUIPOS, REPARACIONES Y TRANSFERENCIAS					
Equipo	56,350	56,350	56,350	56,350	56,350
Reparaciones y Alteraciones	100,000	100,000	100,000	100,000	100,000
Transferencias al Capital	380,000	380,000	564,000	564,000	-
Subtotal - Equipo, Reparaciones, y Transferencias	536,350	536,350	720,350	720,350	156,350
SERVICIO DE DEUDA					
Bonos - Principal e Intereses	-	-	-	-	523,685
Deuda aPlazos: Principal e Intereses	4,974	4,974	-	-	-
Subtotal - Servicio de la Deuda	4,974	4,974	-	-	523,685
Principal e Interés	4,974	4,974	-	-	523,685
Total de Gastos	7,382,264	7,382,264	7,382,264	7,382,264	7,521,764

BIBLIOTECA PUBLICA DE PORT WASHINGTON
Presupuesto Propuesto para el Año Fiscal que Termina el 30 de Junio del 2023
Resumen con Datos Reales De Años Anteriores

	2023 Proposed Budget	2022 Projected Actual	2021 Actual	2020 Actual	2019 Actual
INGRESOS					
Impuestos sobre Bienes Inmuebles	7,072,264	7,072,264	7,072,264	7,072,264	7,072,264
Pagos en Lugar de Impuestos	100,000	105,000	107,973	100,050	96,796
Interés	3,000	876	2,880	46,193	47,487
Otros Ingresos Locales	33,500	24,150	77,301	64,892	79,267
Fuentes Estatales	7,000	7,988	13,864	9,111	9,107
Total de Ingresos	7,215,764	7,210,278	7,274,282	7,292,510	7,304,921
Otras Fuentes :Transferencias Operativas	-	-	-	-	-
Total de Ingresos y Otras Fuentes	7,215,764	7,210,278	7,274,282	7,292,510	7,304,921
Aprop. Designación de la Separación	-				
Aprop. Proyectos de Capital	100,000				
Saldo de Fondos Asignados	66,500				
Total de Ingresos y Valor de Fondos de Aplica	7,382,264	7,210,278	7,274,282	7,292,510	7,304,921
GASTOS					
SALARIOS, LICENCIA TERMINAL Y BENEFICIOS PARA LOS EMPLEADOS					
Sueldos	3,718,124	3,420,642	3,286,051	3,276,694	3,262,283
Licencia terminal	-	-	-	42,853	85,043
Beneficios para Empleados - Jubilación	421,349	509,193	457,802	469,161	510,783
Beneficios para Empleados - Médicos	850,019	733,860	724,987	699,989	725,552
Beneficios para Empleados - Otros	362,338	311,678	288,286	311,464	287,836
Impuestos MTA	-	-	-	-	-
Subtotal - Salarios, Acumulaciones de Licencia Terminal y Beneficios para los Empleados	5,351,830	4,975,373	4,757,126	4,800,161	4,871,497
MATERIALES DE LA BIBLIOTECA					
Libros e Información de Servicios					
Libros- Continuaciones de Servicio	-	-	-	1,790	-
Libros - Ficción	50,000	40,470	24,689	51,237	42,705
Libros: No Ficción	50,000	47,359	32,881	48,015	45,451
Libros - Referencia	35,000	35,790	33,915	31,813	36,525
Libros - Infantiles	23,500	24,439	9,680	15,810	28,300
Libros: Audio y Electrónicos para Adolescentes /A	95,000	110,000	109,567	101,692	91,447
Libros - Adultos Jóvenes	15,000	13,800	11,210	10,986	14,598
Software y Bases de Datos en Línea	95,000	102,794	103,038	77,966	69,320
Publicaciones de Periódicos y Revistas	36,500	34,400	29,691	28,749	35,128
Encuadernación de Libros	-	-	-	-	-
Medios: DVD / CD	67,000	60,059	64,988	52,339	51,067
Medios: Audio / Grabaciones y Alquiler	-	-	-	-	-
Subtotal: Materiales de la Biblioteca	467,000	469,111	419,659	420,397	414,541
OPERACIONES DE LA BIBLIOTECA					
Suministros de Oficina y de la Biblioteca	60,700	41,798	45,280	50,274	59,346
Teléfono	31,000	33,215	34,036	32,493	29,470
Gastos de Envío y Flete	25,000	17,951	17,798	18,402	19,330
Impresión	40,500	42,757	45,296	48,599	49,240
Conferencias y Capacitación del Personal	20,000	4,677	7,519	13,641	11,571
ALIS / NLS	88,000	92,054	93,718	93,502	92,196
Programas de Servicios	69,500	40,502	31,600	37,908	39,667
Membresías	7,000	3,242	2,907	3,242	5,307
Mantenimiento de los Equipos de Oficina.	30,500	27,537	26,080	30,387	35,238
Contable / Legal	133,700	119,592	112,471	128,404	119,310
Servicio de Seguridad	45,000	43,137	61,321	35,916	50,576
Servicio Informático	60,040	61,814	63,016	62,916	64,480
General	27,000	49,399	37,895	21,317	12,915
Subtotal - Operaciones de la Bbiblioteca	637,940	577,675	578,937	577,001	588,646
OPERACIONES DEL EDIFICIO					
Combustible y Servicios Públicos	182,970	149,876	131,878	114,016	145,054
Custodia	131,200	128,369	87,948	104,078	113,885
El Seguro	70,000	70,000	66,143	67,762	69,393
Subtotal - de Funcionamientos del Edificio	384,170	348,245	285,969	285,856	328,332
Subtotal de Gastos	6,840,940	6,370,404	6,041,691	6,083,415	6,203,016
EQUIPOS, REPARACIONES Y TRANSFERENCIAS					
Equipo	56,350	42,630	38,280	59,242	141,789
Reparaciones y Alteraciones	100,000	95,169	94,008	97,776	85,598
Transferencias al Capital	380,000	380,000	564,000	564,000	645,000
Subtotal - Equipo, Reparaciones, y Transferencias	536,350	517,799	696,288	721,018	872,387
SERVICIO DE DEUDA					
Bonos - Principal e Intereses	-	-	-	-	-
Deuda a plazos: principal e intereses	4,974	4,974	4,974	4,974	4,560
Subtotal - Servicio de la Deuda	4,974	4,974	4,974	4,974	4,560
Principal e Interés	4,974	4,974	4,974	4,974	4,560
Total de Gastos	7,382,264	6,893,177	6,742,953	6,809,407	7,079,963

BIBLIOTECA PUBLICA DE PORT WASHINGTON
ANALISIS DE SALDO GENERAL DE FONDOS
Presupuesto Propuesto para el Año Fiscal que Termina el 30 de Junio del 2023

	2022 Projected Actual	2021 Actual	2020 Actual	2019 Actual
Ingresos	<u>7,210,278</u>	<u>7,274,282</u>	<u>7,292,510</u>	<u>7,304,921</u>
Gastos				
Salarios, Licencia Terminal y Beneficios	4,975,373	4,757,126	4,800,161	4,871,497
Materiales de la Biblioteca	469,111	419,659	420,397	414,541
Operaciones de la la Biblioteca	577,675	578,937	577,001	588,646
Operaciones de Construcción	348,245	285,969	285,856	328,332
Equipos, Reparaciones y Transferencias al Capital	517,799	696,288	721,018	872,387
Servicio de Deuda	<u>4,974</u>	<u>4,974</u>	<u>4,974</u>	<u>4,560</u>
Total de Gastos	<u>6,893,177</u>	<u>6,742,953</u>	<u>6,809,407</u>	<u>7,079,963</u>
Exceso (Deficiencia) de Ingresos sobre Gastos	317,101	531,329	483,103	224,958
Saldo de Fondos: Comienzo de Año	<u>4,754,832</u>	<u>4,223,503</u>	<u>3,740,400</u>	<u>3,515,442</u>
Saldo de Fondos: Fin de Año	5,071,933	4,754,832	4,223,503	3,740,400
No Fungible				
Prepagos	-	(100,495)	(34,127)	(84,081)
Avances	-	-	-	
Asignado para:				
Licencia Terminal	(921,634)	(921,634)	(621,634)	(464,487)
Jubilación de Empleados				
Contribuciones	(454,741)	(454,741)	(221,241)	(221,241)
Proyectos de Capital	(2,272,333)	(2,372,333)	(2,237,333)	(1,837,333)
Gravámenes	-	-	-	(17,867)
Presupuesto del Año Siguiete	<u>(166,500)</u>	<u>(166,500)</u>	<u>(150,000)</u>	<u>(150,000)</u>
Saldo de Fondos sin Asignar	<u><u>1,256,725</u></u>	<u><u>739,129</u></u>	<u><u>959,168</u></u>	<u><u>965,391</u></u>

BIBLIOTECA PUBLICA DE PORT WASHINGTON
Lista de Ingresos y Gastos
Por Subvencion - Fondo de Ayuda Especial
Para el Año que Finalizó el 30 de Junio del 2023

	Reserved for Special Programs and Projects				Revenues		Reserved for Special Programs and Projects
	June 30, 2020	Grants & Donations	Interest	Transfers	Expenditures	June 30, 2021	
<u>Miscelánea de Subvenciones</u>							
Amigos de la Biblioteca	\$ 25,112	\$ 43,817	\$	\$	\$ (34,986)	\$	33,943
Amigos de la Biblioteca - Bogen	28,062	6,475	29		(1,410)		33,156
Fundación Grant Career Coaching	8,421	5,000	5		(11,425)		2,001
Fundación Narración de Cuentos	364						364
Fundación Intergeneracional	900		1		(309)		592
Alfabetización de Adultos	24,272		22		(7,289)		17,005
Campo de Entrenamiento Laboral	3,563	41,431	6		(45,000)		-
Epstein Fondo de Libros	359						359
Muñecas American Girl	723		1		(246)		478
Programa de Hogar para Padres e Hijos	15,636		14		(932)		14,718
NLS - Computadoras	666						666
NLS - Bullet Aid	30,799		34				30,833
NLS - Suministros de Subvenciones de ESL	781	250	1		(275)		757
	<u>139,658</u>	<u>96,973</u>	<u>113</u>	<u>-</u>	<u>(101,872)</u>		<u>134,872</u>
<u>Subvenciones Estatales</u>							
Proyecto 9/11 - 10/02 Shodell	128						128
Subvención de Construcción	561		1				562
Subvención de Renovación de la Sala Multimedia	11,886		11				11,897
Subvención de Construcción	20,628		19				20,647
Subvención de Renovación del Vestíbulo	21,812		19				21,831
Tecnología de Asistencia Goodman	6,042		6				6,048
	<u>61,057</u>	<u>-</u>	<u>56</u>	<u>-</u>	<u>-</u>		<u>61,113</u>
<u>Local - Propósitos Específicos</u>							
Consejo Asesor de Arte	3,373	5,000	4	22			8,399
Centro de Información de Salud	35,642		33	48			35,723
Información de salud-Anti-tabaquismo	19,262		17		(1,000)		18,279
Burtis	18,729		17				18,746
Underhill	23,082		22	12			23,116
Fondo Brown	5,656		5				5,661
Memorial a Fendrick	1,262						1,262
Fondo Morse	1,800		2				1,802
Centro Náutico	275,074		254	2	(10,937)		264,393
Beca para Niños	2,053		2				2,055
Consejo Asesor de Niños	6,547	7,000	8		(1,940)		11,615
Fondo del Libro Conmemorativo de S. Steyn	7,637		8				7,645
Vera Fiddler	255		1				256
Fondo en Memoria de Unger / Beslity	10,632		10				10,642
Fondo en Memoria de Whittemore	2,059		2				2,061
Robert Stern - Libros	100						100
Subvención Zucker	5,708	4,500	7		(91)		10,124
Subvención Saltzman	6,235		6				6,241
	-	10,000	5		(5,656)		4,349
	-	10,000	4				10,004
	-	6,000	1		(5,945)		56
	-	1,568			(1,274)		294
	<u>425,106</u>	<u>44,068</u>	<u>408</u>	<u>84</u>	<u>(26,843)</u>		<u>442,823</u>
<u>Local - Propósitos Generales de la biblioteca</u>							
Consejo Asesor de Música	9,830	20,000	17	48	(424)		29,471
Cuenta Fiduciaria Especial	2,613		2				2,615
Fondo de Publicación	6,804	1,971			(2,109)		6,666
Talleres varios	31,182	15			(1,580)		29,617
Fondo Nacional de las Artes	2,149		2				2,151
Bronson	10,585		10				10,595
	<u>63,163</u>	<u>21,986</u>	<u>31</u>	<u>48</u>	<u>(4,113)</u>		<u>81,115</u>
Total	<u>\$ 688,984</u>	<u>\$ 163,027</u>	<u>\$ 608</u>	<u>\$ 132</u>	<u>\$ (132,828)</u>		<u>\$ 719,923</u>

BIBLIOTECA PUBLICA DE PORT WASHINGTON
Lista de Ingresos y Gasto
Por Cuenta - Fondo Permanente

	Reserve	Revenues			Expenditures	Reserve
	Balance	Donations	Interest	Transfers		Balance
	June 30, 2020					June 30, 2021
Fondo Permanente						
Consejo Asesor de Arte	\$ 22,240	\$	\$ 22	\$ (22)	\$	\$ 22,240
Centro de Información de Salud	49,181		48	(48)		49,181
Consejo Asesor de Música	49,406		48	(48)		49,406
Centro Náutico	2,296		2	(2)		2,296
Subvención Underhill	11,882		12	(12)		11,882
Total del Fondo Permanente	\$ 135,005	\$ -	\$ 132	\$ (132)	\$ -	\$ 135,005

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
FEBRUARY 16, 2022

Attending:	Patricia Bridges, Presiding	Nancy Comer (virtual)
	William Keller	Michael Krevor
	Adrienne Saur (virtual)	Matthew Straus (virtual)
	Sima Vasa	Keith Klang

BUDGET HEARING

Ms. Bridges opened the meeting at 7:40 p.m. stating that the Board met at 6:45 p.m. and resolved to go into Executive Session to discuss personnel and contracts. Ms. Bridges stated that the Board held a special Executive Session on January 21st at 1:00pm to be noted in these minutes.

***OPENING/SPECIAL
EXECUTIVE
SESSION***

The public portion of the meeting began with the first public budget hearing to review the 2022-23 proposed budget. Mr. Klang gave a page-by-page summary of the Budget Brochure noting the zero (0%) percent tax levy and zero (0%) percent increase/decrease in the budget. Ms. Bridges had a question on the Permanent Funds which Mr. Klang will discuss with the accountants. Ms. Bridges thanked the Budget Committee for a nice job.

***PROPOSED
BUDGET***

Ms. Bridges requested comments from the public. There were no public comments.

***PUBLIC
COMMENTS***

REGULAR MEETING

Ms. Bridges requested approval of the January 19, 2022 Board of Trustees minutes. Mr. Keller motioned to approve. All agreed.

***APPROVAL OF
MINUTES***

Ms. Bridges requested a motion to approve warrants 22-01-07A and 22-01-07B. Ms. Vasa motioned to approve. All agreed. Ms. Bridges requested a motion to approve the two payrolls dated January 6 and 20, 2022. Ms. Vasa motioned to approve. All agreed.

***APPROVAL OF
WARRANTS***

Ms. Bridges noted there were no appointments, no departures, and two salary adjustments. Ms. Vasa motioned to approve the staff changes. All agreed.

STAFF CHANGES

Ms. Bridges requested comments or questions on the January 31, 2022 financial report. Mr. Krevor had a question on the insurance expenditure and payroll services. Mr. Klang will check with Mr. Thomaidis in Finance to clarify.

***FINANCIAL
REPORT***

Mr. Klang reviewed changes to the PWPL Ahead Reopening Workplace Safety Plan which includes removing the strict enforcement of social distancing, while asking that individuals who are not members of the same household respect the 6-foot social distancing of other patrons. The Governor

***APPROVAL OF
REOPENING
WORKPLACE
SAFETY PLAN***

has removed the indoor mask requirement; however, the Library is requesting that patrons using our meeting spaces continue to wear masks. The requirement of staff to remain 6 feet from each other has been removed as well as the staggering of breaks and lunchtimes. This policy will continue to be updated as conditions evolve. Mr. Klang requested the Board re-approve the plan. Mr. Keller motioned to approve. All agreed.

Mr. Klang noted the Façade and Adult Learning Center Roof Repair bid results were in the packet. H2M Architects & Engineers are reviewing the submissions and vetting the lowest bidders. They will present their contract award recommendation at the March meeting. Mr. Klang stated he is hoping to move forward with this project after the Board awards a bidder.

**FAÇADE & ALC
ROOF REPAIR BID
RESULTS**

Mr. Klang informed the Board that the auditors are working to complete the audit for year ending June 30, 2021. Mr. William Barrett will present it to the Board when it is completed.

**AUDIT YEAR
ENDING JUNE 30,
2021**

Mr. Klang noted the election timeline with the nominating petitions being due on March 14, 2022. Absentee ballot applications are now available. The next Budget Hearing is March 14, 2022. Another Budget Information Session will be held on March 30, 2022, along with a Meet the Candidates Night if necessary. The Budget Vote/Trustee Election will be on April 12, 2022, from 7:00 am to 9:00 pm in the Lobby of the Library.

**ELECTION
TIMELINE UPDATE**

Mr. Klang requested the Board's approval of the Library's policy for the video-conferencing accounts to be used only for Library meetings, programs, and events. Mr. Keller motioned to approve. All agreed.

**VIDEO
CONFERENCING
POLICY**

Mr. Klang informed the Board that Sterling National Bank has merged with Webster Bank. Mr. Keller motioned to approve the change. All agreed.

**STERLING BANK
MERGER.**

Ms. Bridges requested a motion to appoint Ms. Diana Regino as Chief Election Inspector for the April 12, 2022, Budget Vote/Trustee Election. Mr. Keller motioned to approve. All agreed.

**CHIEF ELECTION
INSPECTOR**

Ms. Bridges noted the Property Tax Cap form for year ending June 30, 2023. The tax cap will not be breached.

**PROPERTY TAX
CAP FORM**

Ms. Bridges reminded the Board that Virtual Library Advocacy Day is March 2nd & 3rd 2022. Mr. Keller and Ms. Saur plan to attend.

**LIBRARY
ADVOCACY DAY**

The Public Library Association will host a virtual and in-person conference in Portland, Oregon on March 22-25, 2022.

PLA CONFERENCE

Mr. Hutter noted the American Library Association will be holding workshops that staff are encouraged to attend.

ALA WORKSHOPS

Mr. Hutter reported on the circulation statistics of Library Games and Gadgets. In person attendance dropped a bit in January as expected, however, the numbers for February are up. The AARP tax help program has filled up. Port

**IN-PERSON
SERVICES UPDATE**

Washington is one of the few libraries providing this service and the patrons are appreciative. Study space reservations continue to rise as patrons feel more comfortable returning to the Library. ESOL, Books for Dessert and Adult hybrid programs have also returned.

Spring and Summer events continue to build on last year's success. Many on-site and outdoor concerts at the Bandshell are scheduled. Story times both on-site and around town, and the Great Library Card Adventure have been planned. PWPL on the Go is going strong, where staff go to events around town and setup a table promoting the Library. PWPL at the LIRR is coming back this summer. PWPL is going into 2022 on a strong footing.

**SUMMER/SPRING
INITIATIVES**

Ms. Comer asked about the return of the Nancy Curtin Internship. Mr. Keller stated that having the internship in September would be fine. Mr. Klang thanked Ms. Comer for putting it back on his radar and he will follow up and report back to the Board.

**NANCY CURTIN
INTERNSHIP**

Ms. Bridges noted the Art Advisory Council minutes of meetings for December 8, 2021 and January 12, 2022.

AAC MINUTES

Ms. Bridges noted the Friends of the Library minutes of meeting for January 12, 2022. Book and Author sponsorship letters have gone out. April 1st is the date to begin registration for the Book and Author event. This year there is limited capacity and early registration is encouraged.

**FRIENDS OF THE
LIBRARY MINUTES**

Ms. Bridges noted under correspondence the two emails received in January 2022. Ms. Vasa asked if there was any way to share these wonderful comments since it shows the value of the Library. Mr. Hutter informed the Board that NLS was collecting these comments and using them for advocacy and promotion on social media. The Library will also share the comments on social media.

**CORRESPOND-
ENCE**

Ms. Bridges noted the Second Quarter Statistics report dated January 28, 2022. Ms. Vasa was surprised with the strong self-check statistics.

**2ND QUARTER
STATISTICS**

Ms. Nastro was the Staff Association representative this month and had no comments for the Board. Ms. Bridges thanked Ms. Nastro for attending.

**STAFF
ASSOCIATION**

There were no Public Comments.

**PUBLIC
COMMENTS**

Ms. Bridges requested a motion to adjourn. Mr. Keller motioned. All agreed.

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
FEBRUARY 2022 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
22-02-08A	\$ 209,888.69
22-02-08B	\$ 153,365.48

Warrant Total	<u>\$ 363,254.17</u>
----------------------	-----------------------------

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
2/3/2022	\$	142,939.50	\$	103,226.59	\$	-	\$	44,352.34
2/17/2022	\$	138,641.10	\$	90,846.71	\$	1,952.55	\$	38,462.43
PAYROLL TOTAL	\$	281,580.60	\$	194,073.30	\$	1,952.55	\$	82,814.77

Prepared By:
Paul Thomaidis
Finance Office

**PORT WASHINGTON PUBLIC LIBRARY
STAFF CHANGES
FEBRUARY 2022 REPORTS**

APPOINTMENTS

<u>Date</u>	<u>Name</u>	<u>Position</u>	<u>Salary</u>
-------------	-------------	-----------------	---------------

DEPARTURES

<u>Date</u>	<u>Name</u>	<u>Position</u>	<u>Salary</u>
-------------	-------------	-----------------	---------------

SALARY ADJUSTMENTS

<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
-------------	-------------	--------------	-------------	-----------

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
February 28, 2022
67% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 4,625,139	\$ 735,726	\$ 1,403,764	\$	\$ 6,764,629	\$
Restricted				138,410	138,410	
Receivables						
Due from other funds	70,884	3,404			74,288	3,763
Due from component unit	15	9,195			9,210	
Total Assets	<u>\$ 4,696,038</u>	<u>\$ 748,325</u>	<u>\$ 1,403,764</u>	<u>\$ 138,410</u>	<u>\$ 6,986,537</u>	<u>\$ 3,763</u>
LIABILITIES						
Payables						
Due to other funds	7,363	30,714	32,975	3,404	74,456	3,595
Other liabilities					-	168
Total Liabilities	<u>7,363</u>	<u>30,714</u>	<u>32,975</u>	<u>3,404</u>	<u>74,456</u>	<u>3,763</u>
FUND BALANCES						
Nonspendable:						
Prepays	-				-	
Endowment				135,006	135,006	
Restricted: Grants		717,611			717,611	
Assigned:						
Capital projects	2,137,333		1,370,789		3,508,122	
Retirement contribution	221,241				221,241	
Terminal leave	621,634				621,634	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	1,541,967				1,541,967	
Total Fund Balances	<u>4,688,675</u>	<u>717,611</u>	<u>1,370,789</u>	<u>135,006</u>	<u>6,912,081</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,696,038</u>	<u>\$ 748,325</u>	<u>\$ 1,403,764</u>	<u>\$ 138,410</u>	<u>\$ 6,986,537</u>	<u>\$ 3,763</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For the Eight Months Ended February 28, 2022
67% of Budget Expensed

	Budget	February 28, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 589,355	\$ 4,714,842	\$ (2,357,422)	66.7%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FINES, FEES - LOST BOOKS	7,500	554	3,054	(4,446)	40.7%
XEROX REVENUES	9,000	154	5,563	(3,437)	61.8%
INTEREST -A FUND	3,000	66	583	(2,417)	19.4%
SALE OF USED BOOKS	4,500	619	1,888	(2,612)	42.0%
REFUND OF PY EXPENSES		230	5,293	5,293	N/A
GIFTS & DONATIONS			20	20	N/A
MISCELLANEOUS	12,500	10	5,096	(7,404)	40.8%
STATE AID	7,000		7,988	988	114.1%
FEDERAL SOURCES			476	476	N/A
Total Revenues	7,215,764	590,988	4,744,803	(2,470,961)	65.8%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	129,220	9,940	82,502	46,718	63.8%
.02 CERT.LIB GRADE 21	102,250	7,865	65,281	36,969	63.8%
.03 CERT.LIB GRADE 19	402,910	30,992	257,232	145,678	63.8%
.04 CERT.LIB GRADE 17	539,440	24,717	205,151	334,289	38.0%
.05 CERT.LIB GRADE 15	1,059,939	95,862	796,960	262,979	75.2%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	8,181	40,475	22,574	64.2%
TOTAL CERT. LIBRARIANS	2,296,808	177,557	1,447,601	849,207	63.0%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	172,020	13,232	109,820	62,200	63.8%
.02 CLERICAL GRADE 9	108,504		1,808	106,696	1.7%
.04 CLERICAL GRADE 5	145,990	18,001	130,717	15,273	89.5%
.05 CLERICAL GRADE 3	57,050	7,422	61,009	(3,959)	106.9%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	1,488	5,203	19,797	20.8%
TOTAL CLERICAL STAFF	508,564	40,143	308,557	200,007	60.7%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	3,356	24,037	45,963	34.3%
.12 BOOK SHELVERS-CHILDREN	25,000	2,679	19,081	5,919	76.3%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,328	9,975	24,025	29.3%
.14 ISD	87,000	7,124	66,520	20,480	76.5%
.15 COLLECTION MANAGEMENT	80,000	5,933	41,112	38,888	51.4%
.16 INTERLOANS	11,000	1,064	8,361	2,639	76.0%
.17 PERIODICAL SERVICE DESK	8,000			8,000	0.0%
.18 PROCESSING OF BOOKS	36,000	2,758	22,185	13,815	61.6%
.19 TECHNICIANS-MEDIA	15,000	1,972	16,332	(1,332)	108.9%
.21 STUDENT COMPUTER AIDS	77,000	6,034	37,905	39,095	49.2%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	3,297	22,601	13,399	62.8%
.23 INFO. TECH SPEC. II	21,000	1,106	2,843	18,157	13.5%
.24 COMMUNITY OUTREACH	8,000	1,720	10,921	(2,921)	136.5%
TOTAL HOURLY STAFF	508,000	38,371	281,873	226,127	55.5%
143 BUILDING STAFF					
.31 CUSTODIAL	268,140	22,343	178,837	89,303	66.7%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,819	12,993	9,880	56.8%
TOTAL BUILDING STAFF	291,013	25,162	191,830	99,183	65.9%
SEPARATION PAYOUTS					

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Eight Months Ended February 28, 2022
67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	February 28, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 275,735	\$ 20,652	\$ 169,937	\$ 105,798	61.6%
9040.8 WORKER'S COMPENSATION	38,000		27,537	10,463	72.5%
9045.8 DISABILITY INSURANCE	10,000	(185)	1,102	8,898	11.0%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	813,572	58,858	557,885	255,687	68.6%
.02 DENTAL	26,512	1,561	15,464	11,048	58.3%
.03 EYECARE	2,000		1,112	888	55.6%
TOTAL HOSPITAL & MEDICAL INSURANCE	842,084	60,419	574,461	267,623	68.2%
9010.8 STATE RETIREMENT	572,236		379,521	192,715	66.3%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		8,551	15,949	34.9%
.02 EQUIPMENT - COMPUTER	16,850		5,427	11,423	32.2%
.03 EQUIPMENT - BUILDING	15,000	632	9,091	5,909	60.6%
TOTAL EQUIPMENT	56,350	632	23,069	33,281	40.9%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	987	22,895	27,105	45.8%
.06 BOOKS-NON-FICTION	50,000	642	15,910	34,090	31.8%
.07 BOOKS-REFERENCE	35,000	4,535	20,202	14,798	57.7%
.08 BOOKS-CHILDREN	23,500	1,319	18,267	5,233	77.7%
.09 BOOKS-AUDIO & ELECTRONIC	85,000	6,348	82,392	2,608	96.9%
.10 BOOKS-YOUNG ADULT	15,000	509	7,909	7,091	52.7%
TOTAL PRINT & INFORMATION SERVICES	258,500	14,340	167,575	90,925	64.8%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	39,990	51,209	8,791	85.3%
.03 COMPUTER SOFTWARE	35,000	2,060	26,131	8,869	74.7%
TOTAL MACHINE READABLE MATERIAL	95,000	42,050	77,340	17,660	81.4%
413 SERIALS					
.01 MICROFORM	4,500		4,366	134	97.0%
.02 NON-MICROFORM	32,000	397	26,655	5,345	83.3%
TOTAL SERIALS	36,500	397	31,021	5,479	85.0%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	136	2,553	3,447	42.6%
.03 DVD	25,000	1,803	13,789	11,211	55.2%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	20,000	6,510	22,008	(2,008)	110.0%
TOTAL A-V MATERIALS	51,000	8,449	38,350	12,650	75.2%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	5,160	9,297	703	93.0%
.12 COMPACT DISKS	6,000	515	3,060	2,940	51.0%
TOTAL AUDIO RECORDINGS	16,000	5,675	12,357	3,643	77.2%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		2,012	988	67.1%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	2,012	2,488	44.7%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Eight Months Ended February 28, 2022
67% of Budget Expensed

	Budget	February 28, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 18	\$ 143	\$ 457	23.8%
.02 CHILDREN'S SERVICES	3,500	146	2,889	611	82.5%
.03 COLLECTION MANAGEMENT	800	65	742	58	92.8%
.04 COMMUNITY INFO	1,000		150	850	15.0%
.05 COMPUTER SERVICES	7,600	104	1,501	6,099	19.8%
.06 INFO SERVICES	700	288	598	102	85.4%
.07 MEDIA SERVICES	3,100	172	3,739	(639)	120.6%
.08 GENERAL OFFICE SUPPLIES	20,000	171	15,629	4,371	78.1%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		593	1,907	23.7%
.10 TECHNICAL SERVICES	8,500		2,745	5,755	32.3%
.11 OFFICE EQUIPMENT	17,000	1,470	4,735	12,265	27.9%
.12 YOUNG ADULT	400		34	366	8.5%
TOTAL OFFICE & LIBRARY SUPPLIES	65,700	2,434	33,498	32,202	51.0%
431 TELEPHONE					
.01 TELEPHONE	26,000	2,511	18,997	7,003	73.1%
.02 TELEPHONE MAINTENANCE	5,000		2,406	2,594	48.1%
TOTAL TELEPHONE	31,000	2,511	21,403	9,597	69.0%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	116	10,979	14,021	43.9%
434 PRINTING					
.01 PRINTED INFO	7,000	1,083	3,037	3,963	43.4%
.04 DISPLAYS & EXHIBITIONS	5,500	262	1,699	3,801	30.9%
.05 LEGAL ADVERTISING	5,000	214	941	4,059	18.8%
.08 NEWSLETTERS	23,000	3,542	19,744	3,256	85.8%
TOTAL PRINTING	40,500	5,101	25,421	15,079	62.8%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000			15,000	0.0%
.02 MILEAGE	3,000		9	2,991	0.3%
.03 STAFF DEVELOPMENT	2,000		1,770	230	88.5%
TOTAL TRAVEL & MILEAGE	20,000		1,779	18,221	8.9%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000	7,931	25,643	9,357	73.3%
.02 OPAC/CONCURRENT SESSION C	20,000	6,992	18,257	1,743	91.3%
.03 NLS	33,000		34,098	(1,098)	103.3%
TOTAL ALIS/NLS OPERATING SYSTEM	88,000	14,923	77,998	10,002	88.6%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	1,375	10,819	5,181	67.6%
.02 PROGRAMS - YOUNG ADULT	7,500	200	3,401	4,099	45.3%
.03 PROGRAMS - JUVENILE	22,000	1,720	6,271	15,729	28.5%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	567	4,569	5,431	45.7%
.13 MEDIA PROGRAMS	8,500	1,600	1,600	6,900	18.8%
TOTAL PROGRAM SERVICES	65,000	5,462	26,660	38,340	41.0%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000		2,368	4,632	33.8%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	1,681	9,953	4,047	71.1%
.02 COPY EQUIPMENT	14,500	1,141	11,628	2,872	80.2%
.04 COMPUTER	1,000	46	46	954	4.6%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	2,868	21,627	8,873	70.9%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Eight Months Ended February 28, 2022
67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	February 28, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 60,000	\$ 5,000	\$ 41,100	\$ 18,900	68.5%
.02 AUDIT	19,000	5,000	10,000	9,000	52.6%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	1,168	8,793	21,207	29.3%
.07 PAYROLL	23,500	2,544	11,071	12,429	47.1%
.09 OTHER	20,000	866	24,630	(4,630)	123.2%
.10 SECURITY SERVICES	45,000	6,743	40,659	4,341	90.4%
.11 COMPUTER SERVICES	60,040	5,072	38,776	21,264	64.6%
.13 CREDIT CARD FEES	2,000	274	1,003	997	50.2%
TOTAL BUSINESS SERVICES	264,540	26,667	176,032	88,508	66.5%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250		78,094	51,156	60.4%
.02 FUEL	40,560	13,373	21,666	18,894	53.4%
.03 WATER POLLUTION CONTROL TA	6,160		3,078	3,082	50.0%
.04 WATER TAX	7,000	794	3,824	3,176	54.6%
TOTAL FUEL & UTILITIES	182,970	14,167	106,662	76,308	58.3%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200		530	9,670	5.2%
.02 HOUSEKEEPING MAINT	14,500	1,309	9,771	4,729	67.4%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	43,200		3,484	39,716	8.1%
TOTAL CUSTODIAL SUPPLIES	68,900	1,309	13,785	55,115	20.0%
452 REPAIRS TO BLDG & BLDG EQUIP.					
.01 REPAIR TO BUILDING	60,000	5,410	37,758	22,242	62.9%
.02 SUPPLIES FOR BUILDING	20,000	1,517	17,202	2,798	86.0%
.03 BUILDING IMPROVEMENTS	10,000		3,230	6,770	32.3%
.04 REPAIRS TO EQUIPMENT	10,000		7,203	2,797	72.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	6,927	65,393	34,607	65.4%
454 INSURANCE					
.01 INSURANCE	70,000	73,698	73,726	(3,726)	105.3%
455 OTHER OPER. & MAINT.					
.01 MECHANICAL CONTRACTS	32,000	1,065	19,839	12,161	62.0%
.02 GROUND MAINT. CONTRACTS	25,000	3,075	10,006	14,994	40.0%
.03 BUILDING MAINT CONTRACT	19,500	1,984	4,941	14,559	25.3%
TOTAL OTHER OPER. & MAINT.	76,500	6,124	34,786	41,714	45.5%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,627	777	3,451	1,176	74.6%
INSTALLMENT DEBT INTEREST	347	52	280	67	80.7%
TOTAL DEBT SERVICE	4,974	829	3,731	1,243	75.0%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	380,000	-	380,000	-	100.0%
TOTAL EXPENDITURES	\$ 7,382,264	\$ 596,798	\$ 4,809,991	2,572,273	65.2%
NET CHANGE IN FUND BALANCE			(65,188)		
FUND BALANCE, BEGINNING OF YEAR			4,753,863		
FUND BALANCE, END OF YEAR			\$ 4,688,675		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For the Eight Months Ended February 28, 2022
67% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 372	\$ 710	\$ 70
Miscellaneous revenue	102,111	100,000	
State sources			
Total Revenues	<u>102,483</u>	<u>100,710</u>	<u>70</u>
EXPENDITURES			
Program expenses	<u>104,865</u>	<u>103,145</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	70	380,000	-
Operating transfers (out)			<u>(70)</u>
Total Other Financing Sources (Uses)	<u>70</u>	<u>380,000</u>	<u>(70)</u>
Net Change in Fund Balance	(2,312)	377,565	-
Fund Balance - Beginning of year	<u>719,923</u>	<u>993,224</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 717,611</u>	<u>\$ 1,370,789</u>	<u>\$ 135,006</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For the Eight Months Ended February 28, 2022

Assigned for Special Programs

PUBLICATION FUND	\$ 7,248
FRIENDS OF THE LIBRARY	32,413
FRIENDS OF THE LIBRARY-BOGEN	27,818
EPSTEIN BOOK FUND	359
NLS BULLET AID	55,853
9/11 PROJECT - 10/02 - SHODELL	128
NYS MEDIA ROOM RENO GRANT	11,904
NLS STATE GRANT COMPUTERS	667
FOUNDATION GRANT CAREER COACHING	(596)
AMERICAN GIRL DOLLS	377
NYS CONSTRUCTION GRANT	20,659
ESL GRANT SUPPLIES/MATERIALS	527
HOMEGROWN READERS	17,716
NYS LOBBY RENOVATION GRANT	21,843
ADULT LITERACY GRANT/BOOKS FOR DESSERT	22,362
JOB SEARCH BOOT CAMP GRANT	(15,000)
CONSTRUCTION GRANT	562
CHILDRENS GRANT	2,056
TEPPER INTERGENERATIONAL	256
SPIELMAN STORY TELLING	364
SALTZMAN GRANT	6,244
ZUCKER GRANT	9,982
OUTDOOR WIFI	3,319
MAKERSPACE	3,782
WIFI HOTSPOTS	56
SMALL STUDY ROOM	1,530
REGIONAL TECH & MEDIA	817
NEA CREATIVE READERS	2,152
MISCELLANEOUS WORKSHOPS	29,618
UNGER/BESLITY MEMORIAL - TERRACE	10,648
VERA FIDDLER	256
ART ADVISORY COUNCIL	7,134
MUSIC ADVISORY COUNCIL	29,513
HEALTH ADVISORY COUNCIL	35,768
BURTIS	18,757
UNDERHILL	23,135
BROWN	5,664
FENDRICK MEMORIAL	1,263
MORSE FUND	1,803
BRONSON	10,600
S. STEYN MEMORIAL	7,649
SPECIAL TRUST ACCOUNT (MISC)	2,617
WHITTEMORE MEMORIAL	2,062
ROBERT STERN	200
NAUTICAL CENTER	261,089
CHILDREN'S ADVISORY COUNCIL	11,097
HEALTH INFORMATION - ANTI SMOKING	17,289
GOODMAN ASSISTIVE TECHNOLOGY	6,051
	<u>\$ 717,611</u>

PORT WASHINGTON PUBLIC LIBRARY

Miscellaneous Revenue
For the Year Ended June 30, 2022

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total
Ear Phones		\$ 1.00	\$ 2.00	\$ 1.00		\$ 2.00	\$ 5.00	\$ 3.00					\$ 14.00
Flash USB Drives	7.00	14.00	7.00	21.00	7.00	35.00	14.00	7.00					112.00
Consolidated Vending													-
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Metlife Dividend			37.44			37.44							74.88
Better World Books													-
Utica Dividend													-
NLS Erate													-
NLS direct access						1,347.77							1,347.77
NLS MTA Offset													-
Broadview Erate													-
Verizon Erate													-
E-Rate Reimbursement						3,517.08							3,517.08
Backpack/Totes/Visor/Hats	30.00												30.00
Vending Machine Refund													-
Credit Card Point Credit													-
Misc. Cash													-
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Statistics													-
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
ReadyRefresh- Nestle													-
PKLW - Childrens Room													-
Totals	\$ 37.00	\$ 15.00	\$ 46.44	\$ 22.00	\$ 7.00	\$ 4,939.29	\$ 19.00	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 5,095.73

Port Washington Public Library
Variance Report
As of February 28, 2022

Revenues -

- A3840.0 State Aid – The Library received a payment from NLS in the amount of \$7,988 (90% payment) received in August.

Expenditures -

- 143.04 Clerical Grade 5 - Salary for Vyner was moved to this code from technicians media (code 143.19)
- 143.05 Clerical Grade 3 - Salary expense for Haydee was moved to this code from ESL (code 143.13)
- 143.19 Technicians-Media - Variance due to increase need for electronic resources to setup for meetings and programs normally held in person. Hours increased for employees as a result.
- 143.24 Community Outreach - This expenditure includes payroll for two staff members in this department, the prior year included mainly one staff member(second staff member hired in April 2020)
- 410.08 Books-Children – Library increased ordering books in December/January to update collection
- 410.09 Book Audio & Electronic - This expenditure includes audiobooks and E-books from Overdrive and Blackstone Publishing.
- 411.02 Reference Software – Payments to NLS for reference collection software. Online reference collections are generally renewed annually.
- 413.01 Microform - Imaging service for reference department performed in November
- 413.02 Non-Microform - Variance is due to upfront payment to Rivistas Subscription Services for subscription services in the amount of \$24,215.22.
- 417.05 Digital Media - Digital media subscription to Midwest Tapes for Hoopla service.
- 417.11 Video Game Collection – Bulk purchase of video games for collection paid in February for \$4,500.20
- 430.02 Children Services – Bulk children supplies were purchased in November
- 430.03 Collection Management – Various supplies were purchased early on in year
- 430.07 Media Services - Speakers and hard shell cases for travel purposes purchased for roughly \$1,500. Includes purchases of headphones, cables, and other media related supplies.
- 434.08 Newsletters – Includes monthly newsletter fees for MAF Graphics and Small Kaps through February
- 435.03 Staff Development - Includes tuition for Melanie for taking a public library administration class at LIU in the amount of \$1,550 paid in October.
- 436.02 OPAC/Concurrent Session – ILS member library fees paid quarterly. Three quarterly fees have been paid to date.
- 436.03 NLS - Variance is due to a one-time payment to Nassau Library System membership. This was paid in July 2021.
- 439.02 Copy Equipment – Includes payment to Tracksystems for annual maintenance contract for \$2,515. Also includes monthly De Lage Landen lease.
- 440.09 Other - Expenditures in the account mostly reflect payments to T-Mobile for Wi-Fi hotspots.
- 440.10 Security Services – Code is made up of all invoices from Allied Universal Security.
- 452.02 Supplies for Building – Includes building supplies, cleaning supplies, and COVID related supplies
- 454.01 Insurance – Umbrella and general liability insurance paid to Salerno in February 2022.
- Operating Transfers Out - Transfer to capital fund in the amount of \$380,000 was booked in September 2021.



'PWPL Ahead'

PWPL's Reopening Workplace Safety Plan

Created by PWPL's Safety Committee

Created: May 2020

(Revised March 2022)

The Port Washington Public Library (PWPL or Library) Board of Trustees is authorized to take the steps necessary to serve the community under its mission, with the health and safety of the Library staff and patrons as its main priority. Therefore, the Board of Trustees has adopted this Reopening Workplace Safety Plan, as part of a review and assessment of potential risks, effective June 17, 2020 (re-adopted, after updates, on **March 16, 2022**).

The primary goals of this policy are to safeguard the health and well-being of all our staff and patrons. Our duty is to ensure that we provide reasonable access to Library services while still protecting our employees and community. By taking the measures outlined in this Plan, we will reduce the risk of infection in, around, and on Library property, materials and all equipment used by Library staff and patrons.

People, Place, Process

The reopening of PWPL will occur over four “Phases,” keeping in mind the **People, Place, and Process** considerations outlined in New York State’s “NY Forward” plan. The timeline listed for each phase will be in accordance with all Executive Orders and other laws, rules, and regulations applicable to the Library. PESH (Public Employee Safety and Health) guidelines for employees to return to work and the Center for Disease Control and Prevention (CDC) guidelines for best practices to keep the staff and public safe, will be followed.

PEOPLE – Includes: Employees & Patrons; Gathering Size; Social Distance; Mental Health & Wellness; Vulnerable Populations

Patron Policies: Personal Protective Equipment (PPE) Policy:

- A face covering is recommended inside the building for all patrons 2 years of age and older. ~~regardless of vaccination status.~~
- ~~Proper fitting masks or face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.~~
- ~~Proper fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.~~
- ~~Patrons who cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodations for services can be worked out.~~
- ~~A face covering is required in Meeting Rooms for all patrons 2 years of age and older.~~

Patrons Policies: Guidelines for Library Conduct:

- Patrons are not permitted to approach other patrons to comment, confront or question their PPE or distancing practices. Concerns regarding the practices of other patrons should be handled by Library staff only.
- Patrons should not enter the Library if they have any COVID symptoms.
- Individuals who are not members of the same household or have not consented to be near each other, are asked to maintain 6 feet of social distance.
- Patrons refusing to adhere to this policy will be warned or requested to leave the Library, and may also be subject to corrective action, including possible banning, as outlined in the Library's Code of Conduct.

Vendor and Outside Consultant Policies: PPE

- Vendors and outside consultants are **recommended** **required** to wear a proper-fitting mask or face covering while in the Library.
- Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.

Staff Policies: PPE

- **All staff, regardless of vaccination status, are required to wear a proper-fitting mask or face covering in indoor public areas of the Library. Staff who have attested to receiving a booster dose of the Covid-19 vaccine will be allowed to remove their mask in non-public areas and when facilitating a Library program or event.**
- Any staff member who does not have their own face mask or shield will be provided with one upon entering the Library.
- Staff will be required to view a safety webinar, based on CDC guidance, and participate in any training designated by the Library Director and/or Board of Trustees.
- Proper-fitting masks and face coverings may be any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

Volunteers/Library Affiliated Individuals

- Volunteers and Library Affiliated Individuals may be screened/questioned before coming onsite for official library duties. Questions may include whether they have tested positive for COVID-19 in the past 14 days or have had COVID-19 symptoms in the past 14 days or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Individuals may be sent home depending on the answers to these screening questions.

Staff Polices: Guidelines for Returning to Work

- All staff must ensure that they are healthy when reporting to work. Employees must not have any symptoms or fever. Anyone who does not appear well will be sent home or to seek medical attention. Staff may be screened/questioned before starting work each day as to whether they have tested positive for COVID-19 in the past 14 days, or have had COVID-19 symptoms in the past 14 days, or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Staff members may be sent home depending on the answers to these screening questions.
- Any staff members who live with or are in close contact with a person with COVID-19, or who test positive for COVID-19, must notify the Library Director that they are not able to report to work and the reason why. The Library Director will be responsible for tracing efforts.
- Staff will have access to an isolated space on-site if feeling unwell, and unable to immediately go home.
- Staff members who have traveled to high-risk areas may be quarantined.
- Staff levels will remain compliant with applicable Executive Orders (*e.g.*, 50%)
- Employee hours will fall within 6AM-11PM on weekdays, 8AM-6PM on Saturdays and 8AM-7pm on Sundays, or as needed in emergencies. Hours are subject to change.
- There will be designated locations for deliveries and pick up of materials at both the front and rear entrances.
- Mental health workshops and resources will be made available to all staff members.
- An anonymous complaint procedure for staff to report COVID-19 safety violations will be established.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

PLACE – Includes: Access & Screening; Capacity Requirements; Cleaning & Hygiene; PPE; Frequent Use; Travel & Transportation

- Staff should avoid sharing surfaces or objects. When this is not possible, gloves should be worn. All work areas will be sanitized daily.
- Hand sanitizers and wipes will be situated in various locations near work areas and entrances/exits.
- Regular cleaning and disinfection of the Library will occur continuously.
- Clear signage will be present to remind employees and the public of proper public hygiene, enhanced safety protocols, appropriate use of PPE, and cleaning procedures in place.

PROCESS – Includes: Test, Trace, and Isolate; Training; Risk; People Policies; Communication

- Cleaning, disinfection, and contact tracing will occur in the event of a positive case.
- Individuals will be notified if they have come in close contact with someone who was infected.
- Protocols will be in place for members of the public when they return inside the Library.

Any staff member who is found to be in violation of these policies may be subject to disciplinary action.

Phased Re-Opening Strategy

As the Long Island Region begins to reopen, PWPL (if it is deemed safe) will proceed to enter the next Phase specified with the information below. The planned 'Phases' below are simply the best estimation of how PWPL will proceed. ***Note: Phasing timeline and objectives within each Phase is subject to change.***

Phase 1 – Began May 2020

- Services, materials, programs, and events will continue to be offered remotely.
- Maintenance staff return on-site.
- The entire building is cleaned and sanitized.
- HVAC adjustments will be made, and new filters will be installed.
- PPE will be inventoried (gloves, masks, face shields, etc.) with additional orders placed as necessary.
- Work areas will be spread out to extent possible. Certain furniture will be removed or relocated temporarily.
- Work areas that will see first return of staff will be prepared.

Phase 2 – Began June 2020

- Services, materials, programs and events will continue to be offered remotely.
- A percentage of various Department staff return to work on-site in alternate Green and Orange Teams.
- Book collection will be organized, and processing of new materials will resume.
- Contactless deliveries from vendors will resume.
- Incoming US mail will still be held off-site and collected once a week. After a period of approximately two weeks, interoffice mail and daily US mail delivery/pick-up will resume.
- Process to accept returned materials will be finalized.
- Begin to accept and quarantine returned materials for a period of 72 hours.

Phase 3 – Began July 2020

- Some services and all programs and events will continue to be offered remotely.
- Full curbside service for materials will be implemented for the public in the parking lot. Patrons in cars will be encouraged to stay in cars. Patrons coming by bike or on foot will be asked to wait in a queue at a safe physical distance for pick-up/drop-off. Curbside hours of operation will vary from normal operating hours and will be subject to change.
- Paper printouts and 3D printed objects will be available for curbside pick-up.
- Home delivery/pick-up of materials will resume.

Phase 4 – Began August 2020

- Members of the public will be allowed to return into the Library. Hours may be limited for specific age groups. Building capacity may be limited.
- Browsing and in-person borrowing will resume.
- A larger percentage of staff from all departments will return for on-site work. Staff will continue to work in alternate Green and Orange Teams.
- Hours may vary from normal operating hours.
- Some in-person services will resume.
- All indoor programs and events will continue to be offered remotely.
- Outdoor programs and events, that can occur at a safe distance, will be allowed.
- Services at some public desks will resume (sneeze guards installed at all open service desks).
- Meeting rooms will remain closed and public seating will be limited.
- Curbside service will continue for patrons who wish to still use it.

Phase 4+ - Began June 2021

- Masks or face coverings for patrons 2 years and older, will be **recommended** inside the Library.
- Individuals who are not members of the same household or have not consented to be near each other, are asked to maintain 6 feet of social distance.
- Pre-pandemic hours of operation will resume on June 14, 2021:
 - Monday, Tuesday, Thursday, and Friday 9am to 9pm, Wednesday 11am to 9pm, Saturday 9am to 5pm and Sunday 1pm to 5pm.
- Staff teams will fully reunify beginning June 14, 2021.
- Individual indoor seating will be available in select locations of the Library.
- Curbside services will continue to be available.
- Events and programs will continue virtually and outdoors.
- Quarantine of materials will be eliminated on July 1, 2021.
- Building capacity and patron time limits will be subject to change.
- Bookable quiet study rooms will be available.
- The Café area will re-open.
- Indoor events, programs, and meetings will be evaluated.
- Indoor in-person events, programs and meetings will begin November 1, 2021. Face coverings will be required for all patrons in attendance. Seating will be setup to allow for social distancing. Capacity limits will be in place.
- Indoor meeting spaces will be available for the public to request and use beginning February 1, 2022. To request a meeting space, the requesting individual will be required to review the Library's current safety protocols and agree to fully adhere to them.

Beyond Phase 4+ - TBA

- At the appropriate time, when it is deemed safe, the Library will return to normal operations.

The practices and policies in this plan may be modified at the sole discretion of the Library and/or as needed to conform with New York State Executive Orders, official health-related guidance, and any federal, state, and local government laws, rules and regulations.

Questions or concerns regarding this policy should be brought to the Library Director.

This plan will remain in effect until the Board of Trustees votes to remove or revise it as necessary.

COVID Test Kit Drop Off

With Councilwoman Mariann Dalimonte

Wednesday, March 9th 2022



APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Incandescent Stage Lighting				20	These are the old stage lights that were recently replaced with brighter, more reliable, and greener LED lighting. Media staff state that this old lighting does not have any value and should be properly recycled.	
Date Submitted:3/16/22						

Your health and safety are our first priority — see the latest on our [COVID-19 planning](#).



WASHINGTON DC | JUNE 23-28, 2022

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Conference Speakers

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Photo Credit: Benjo Alvarez

John Cho

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Maria Hinojosa

Hear from award-winning journalist Maria Hinojosa as she discusses her memoir, "Once I Was You."

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CAC Minutes February 10, 2022 *Sponsored by the CAC

In attendance: Michele Hyde, Elise Tepper, Amy Christake, Nancy Gogle-Gordon (virtually),

Upcoming CAC Sponsored Programs:

February break: The Cooking Lab*

Creative Readers* In the past CAC paid for the behaviorist. Now Elise May adds the behaviorist to her budget, so it comes out of our programming budget, but if CAC would like to continue supporting CR that would be great. Takes place in March and April

Review of a few past & upcoming programs:

Crafts to Go with Doris Benter – Sept. painted pencil box, Oct. Blue Dog Halloween painting, Nov. agate necklace and mosaic box, Jan./Feb. Harry Potter Owl Pillow, Apr./May Kusama Flower Sculpture, July mosaic seahorse.

Intergenerational Collage Workshop - Workshop with the artist Roshanak Keyghobadi whose work was on display in the gallery in November and December. *Sponsored by Tepper Intergenerational Fund* Attendance: 10

Family Lego Challenge during the week of Thanksgiving – pick up a bag of Legos in the Children’s Room and create something that represents Port Washington to your family, send the librarians a photo. The winner receives the 2022 Guinness World Records. We had two winners; one made a replica of The Community Garden in Manorhaven, other created Morgan’s Dock in Manorhaven.

Adventures in Art: Brick Artist Nathan Sawaya (pre-recorded video)

Residents Forward is doing a three-part gardening series to prepare for the Climate Awareness Garden.

Intergenerational Lunar New Year Lantern. *Sponsored by Tepper Intergenerational Fund.* Attendance: 15

Crochet workshops for Yarn Arms

February break: Bingo Before Bed, Crafternoon (wooden collage box), and The Cooking Lab*

April break: Eco Craft with Alex, Chihuly-Inspired Sculpture, Chihuly video*, and Book Bingo

GLCA is coming back in April – on Main Street.

Brainstorming future programs:

The Human Library – possibly have a variety of cultures represented – multi-cultural experience for the kids.

Mother’s Day collage cards

Father’s Day newspaper collage

DIY programs

Chihuly-Inspired Sculpture – April 2022

Intergenerational Programs – The Cooking Lab, Floral Design, Crazy Cakes

Tweens Night Out – Ping Pong,

Poet, Darren Sardelli, Laugh A Lot Poetry – April 2023

CAC Budget: 11,621

Next Meeting: June 2, 2022, at 9:30 a.m.

Port Washington Public Library

Books for Dessert Advisory Board Meeting via Zoom

Minutes

August 11, 2021

Present via Zoom: Annmarie Benzinger, Nancy Comer, Georgia DeYoung, Elise May, Kate Monsour, and Evelyn Schonbrun

The meeting was called to order at 11:5 a.m.

I. Minutes from the December 14, 2020 meeting were approved.

II. Financial Report

Ms. Monsour reported that Books for Dessert currently has a balance of \$17,003.61

III. Reports from Leaders

Annmarie Benzinger

Ms. Benzinger reported that the previous year had been a wonderful experience. She and the participants overcame their anxieties about virtual meetings and enjoyed seeing one another on their screens. She also expressed her gratitude to the Nicholas Center for being so helpful during the sessions. Ms. Benzinger is looking forward to having everyone meet in person soon.

Evelyn Schonbrun

Ms. Schonbrun reported that the virtual meetings were sometimes difficult, as several of her participants were in different locations each week. This lack of consistency created technical difficulties and noise issues that had to be overcome. She noted that the participants who attended regularly greatly enjoyed the meetings and learned a lot each week.

IV. 2021 recap

The board commended the group leaders for their perseverance and dedication during the past year. Ms. May noted that working with developmentally disabled people in a virtual setting presents a unique set of challenges and the fact that the program was successful can be seen as a great accomplishment. The leaders mentioned that the highlight of the year was the luncheon held on Wednesday June 23rd. (A separate celebration was held in the Children's Room Garden on Monday June 21st for our Nicholas Center participants, who could not attend on the 23rd.) The participants, group leaders and advisory board members met at Blumenfeld Family Park to celebrate the year and have lunch together.

Ms. DeYoung suggested that the library newsletter feature a story about the program and the challenges and successes of the past year. Ms. Comer thanked the leaders, participants, and library staff that were part of the program.

V. Plans for 2021 – 2022

Currently, the library is not having any meetings or programs in person. Ms. May asked if participants will need to be vaccinated to attend in person programs. Ms. Comer stated that we will most likely not know the vaccination status of any participants or support staff that may be joining our group meetings. In addition, she noted that there may be capacity limits on the number of people that can travel in a van from our partner organizations. This might affect attendance numbers. Ms. DeYoung recommended that we begin our meetings virtually in September. Ms. Comer and the rest of the board in attendance agreed. Ms. Monsour stated that the group meeting would resume the week of September 20, 2021. Meetings will be held on zoom until we are able to meet in person. Ms. Monsour will send a “welcome back” letter to each participant next week, which will include the year’s schedule and zoom information for the meetings.

VI. Expansion of the Books for Dessert mission

The board discussed the possibility of expanding the mission of the Books for Dessert advisory board to include a wider range of services. The board discussed changing its name to the Disability Advisory Council. Ms. May commented that the board would need to look at the library’s existing services and staff and determine if any addition initiatives could be supported. The board agreed to table the discussion until our next meeting.

VII. Next Committee meeting dates

The board did not select a date for the next meeting.

VIII. Adjournment

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Kate Monsour

**Friends of the Port Washington Public Library
Minutes of the February 9, 2022 Board Meeting**

Amy Bass opened the Zoom meeting at 9:30 AM.

Mary Alice Kohs presented the treasurer's report, mentioning that the Annual Appeal yielded approximately \$6000 from January 12, 2022 -February 8, 2022, of which approximately \$1500 was dedicated to Don Parker.

Carol Hiller reported that 270 donors contributed roughly \$36,200 in Annual Appeal income from June 1, 2021-February 8, 2022.

FOLU : Speaker Shaireen Rasheed is willing to present in person on March 20th at 1:30 in Lapham Room, with only 50 "live" attendees permitted in that space due to the pandemic. Mary Alice Kohs will introduce her. No brochure is needed for this hybrid program. The FOLU topic needs to be included in PWPL's March newsletter. Pam O'Connell will contact James Hutter concerning technical issues and a link will be added to publicity for virtual registration.

B&A : The cost of the luncheon, still under discussion, is \$47 per person plus service but no cookies. A bar will be set up in the tent at the entrance for those who wish to purchase wine. Current COVID precautions will be in place. Our B&A brochure needs to include the name of the moderator and the PWPL March newsletter should mention that B&A is a conversation with Lidia Bastianich.

Keith Klang joined the meeting, mentioning that our FOL is "the" Friends organization on Long Island. Because of the 50 person limit in Lapham Room, live attendees of FOLU hybrid event have to be registered in advance and must wear masks. As of now vaccination cannot be required in confined meeting spaces. It would be good to have people back in the library, with patrons attending programs in person. There will be a hybrid concert at PWPL this spring. Library staff can help set up hybrid events that are both live and virtual. Every library department is hosting in person programs and outdoor events. Indoor children's programs are held in Lapham Room to ensure there is enough room for masked participants to spread out. The budget vote (with 0% budget increase) / Trustee election is April 12th and Nancy Wright will mail "Get out the Vote" cards.

Kate Monsour joined the meeting to report that PWPL has the necessary equipment for virtual events.

Mary Alice Kohs taught a crocheting class to masked youngsters, making sure that FOL received credit.

The meeting adjourned at 10:57 AM.